U.S. Department of Transportation
United States Coast Guard

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COMDTINST M4130.9
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COMMANDANT INSTRUCTION M4130.9

Subj: COAST GUARD CONFIGURATION MANAGEMENT DURING SUSTAINMENT

Ref: (a) Coast Guard Configuration Management, COMDTINST 4130.6
(b) Coast Guard Configuration Management For Acquisitions And Major Modifications, COMDTINST M4130.8
(c) Coast Guard Configuration Control Boards, COMDTINST M4130.10
(d) Aeronautical Engineering Maintenance Management Manual, COMDTINST M13020.1 (Series)
(e) Acquisition And Management Of Integrated Logistics Support (ILS) For Coast Guard Systems And Equipment, COMDTINST 4105.2

1. **PURPOSE**. This instruction is a follow-on to references (a) and (b). This instruction establishes specific requirements and provides guidance regarding the implementation of effective Configuration Management (CM) during the sustainment life cycle phase for a Configuration Item (CI). This instruction is applicable to any operational asset, which has been identified as a CI, including platforms, systems, subsystems, equipment, computer hardware, software and firmware, facilities and other designated CIs, which are operated and/or logistically supported by the Coast Guard. Note that for the purpose of this instruction the term "operational asset" includes any asset currently being used, in operational reserve and storage or procured with the intent to place the asset in use.

2. **ACTION**. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquartersand all personnel associated with an operational asset which has been identified as a CI, including interrelated management or support disciplines shall:

and all personnel associated with an operational asset which has been identified as a CI, including interrelated management or support disciplines shall:

a. Use this instruction and the listed references for guidance on implementing CM during the Sustainment life cycle phase in a cost efficient manner.

b. Tailor the application of CM, including Configuration Identification, Configuration Control, Configuration Audits and Configuration Status Accounting (CSA) to the requirements and restrictions associated with their specific operational CI or assigned area of responsibility.

3. **DIRECTIVES AFFECTED**. This Instruction expands on, and assigns responsibilities for the CM requirements stated in references (a) through (c).

4. **BACKGROUND**. The Coast Guard has long recognized an increasing need for effective CM of operational systems. As a result, several Coast Guard instructions have been promulgated to address specific aspects of CM.

a. Reference (a) establishes the framework for Coast Guard CM policy by defining key CM concepts.

b. Reference (b) requires that CM be planned for and used for:
   (1) All Level I, IIIA and IV major acquisition projects.

   (2) All non-major acquisition projects for which CM has been determined as a project requirement.
   (3) All major modification projects for existing operational assets.

c. Reference (c) establishes Configuration Control Boards (CCBs) for 6 cutter classes.

d. Reference (d) includes a process guide for configuration changes to aeronautical and aviation systems and equipment.

e. Reference (e) defines the ILS elements which both influence the selection of CIs and which depend on CM to enable effective use of ILS.

f. This instruction builds on references (a) through (e) by addressing the use of CM during the sustainment life cycle phase.

5. **POLICY**. Per reference (a), a CI is defined as an aggregation of hardware, software or both; or any of its discrete portions, which satisfies a end-use function, and is either maintenance worthy, or engineering/logistics critical, and is designated for CM. Every operational asset designated as a CI shall:

   a. Have associated and accurate configuration documentation, i.e., a configuration baseline including all Coast Guard approved changes to the baseline. This documentation shall describe the functional, performance and physical characteristics of the CI, and include operating and logistics information.

   b. Have configuration changes to the CI, down to the Lowest or Line Replaceable Unit (LRU) controlled through a structured change control process. The CCB shall be the central authority for all matters concerning and related to configuration change.

   c. Have a database containing both historical and current configuration information maintained in an automated CSA system.

   d. Be the subject of periodic Configuration Audits conducted to verify that current configuration documentation accuracy describes the current configuration of the CI.

6. **SCOPE**. CM policies and guidance as described in this instructionare applicable to all CIs operated, logistically supported, stored or re-procured for replenishment of CIs by the Coast Guard.

7. **PROCEDURES**. All Coast Guard personnel involved or associated with CIs, shall refer to enclosure (1) for guidance, descriptions and definitions relevant to implementing CM during the sustainment life cycle phase. In this instruction, "System" or "System CI" refers to the highest level CI, (i.e., the System or System CI is not part of another CI) being operated or logistically supported. A System or System CI may be a platform, vessel, aircraft, air station, or shore facility. A system (e.g., radar system or command, control and communications system), subsystem or equipment (e.g., an engine) may also be a System or System CI when the system, subsystem or equipment is the highest level CI being acquired.

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Director of Logistics

COMDTINST M4130.9

COAST GUARD
CONFIGURATION MANAGEMENT
DURING SUSTAINMENT

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CHAPTER 1

RESPONSIBILITIES FOR IMPLEMENTING COAST GUARD CONFIGURATION MANAGEMENT POLICY FOR ASSETS IN THE SUSTAINMENT LIFE CYCLE PHASE

A. Commandant (G-SL) is responsible for developing and promulgating CM policy and standardizing CM plans, procedures and application throughout the Coast Guard.

B. Commandant (G-O and G-S) operational managers, facility managers and system managers are responsible for approval of and the overall conduct of CM and technical data management for assigned systems and CIs. Operational managers, facility managers and system managers must ensure that the operating forces are provided, and maintain correctly configured hardware, software, and the information necessary to operate and maintain these items effectively. These responsibilities include:

1. Ensuring that the authorized Configuration Control Board (CCB) uses an established and well-defined change control process. The Operational Manager or Facility Manager acts as chairperson for the CCB.

2. Overseeing the development, maintenance and as necessary the update of the System's Configuration Management Plan (CMP).

3. Ensuring that CM concerns and considerations are addressed in, and incorporated into the preparation and review of all proposed configuration changes to the System and individual CIs.

4. Ensuring that CM issues and actions are communicated to all operational and support personnel and organizations.

5. As required, coordinating the System CCB with other internal and external Coast Guard CCBs and Interface Control Working Groups (ICWGs), such as those established for aircraft, vessels, communications or DOD managed equipment.

C. Platform and Equipment CM Managers (CMan), or those individuals assigned CM tasking by the Operational or Facility Manager, are responsible for coordinating the day-to-day CM activities associated with their Systems. Specific responsibilities of the CMan include:

1. Recording and coordinating all CM meetings and actions, and acting as the information control point for all configuration change proposals.

2. Receiving all configuration change proposals, distributing proposals to CCB members, and consolidating comments and recommendations for the CCB Chairperson.

3. Preparing and distributing CCB meeting agenda, date, time and place to all CCB members.

4. Establishing and maintaining all configuration control procedures, history, and process information for each proposal. Maintaining a tracking system or log on CCB activities.

5. Maintaining a CSA system inclusive of all CIs comprising the System.

6. Attending and participating in System configuration audits.

D. Platform and equipment managers are responsible for configuration audits and providing technical information to the Operational or Facility Manager and the CCB.

E. Configuration Control Board (CCB) members are responsible for reviewing, providing comments and recommendations on, and when necessary referring to higher authority, all configuration change proposals that will modify the functional, operational or physical characteristics or logistics support structure of a system or individual CI.

F. Commandant (G-A) project managers and project officers shall work closely with G-O operational or facility managers as, and/or G-S systems manager managers early as possible with project CM activities to facilitate the transition from acquisition project to operational programs.

G. Commanding officers and officers-in-charge are responsible for:

1. Ensuring that only CCB approved configuration changes are incorporated into CIs under their cognizance,

2. Assisting with and providing information during configuration audits of operational assets, and

3. Maintaining and updating unit level configuration databases to reflect current System and/or CI configuration and any changes thereto.

H. Area commanders are responsible for ensuring that units under their direction comply with current Coast Guard CM policy and procedures, including this instruction.

I. District commanders are responsible for ensuring that units under their direction comply with current Coast Guard CM policy and procedures, including this instruction.

CHAPTER 2

CONFIGURATION MANAGEMENT REQUIREMENTS DURING THE SUSTAINMENT LIFE CYCLE PHASE

A. **Requirement for CM**. CM during the sustainment life cycle phase is essential to the success of the intended mission of a System. The result of no or inadequate CM is loss of knowledge and configuration control of those assets. No configuration control means that the Coast Guard does not know and can not identify what assets are operational, in inventory, or required. As a result, the Coast Guard is unable to properly fulfill its mission(s), operate, adequately maintain, logistically support operational units and implement an effective standardization program.

B. **CM Planning**. Planning is essential for CM to be effective. CM planning provides the Coast Guard Operational, Facility Manager or System Manager and all other activities or organizations associated with the operation and support of a System with tailored requirements essential for establishing and controlling the configuration of a System.

1. **Purpose**. CM planning is detailed in a Configuration Management Plan (CMP). The prime purpose of the CMP is to detail how an organization intends to implement CM for a specific System. The CMP should identify and explain the who, what, when, where and why for each CM activity; and contain practical step-by-step procedures for conducting CM.

2. **Requirement - CMP**. All operational systems or equipment will have a System Sustainment CMP that is:

   a. Tailored to reflect those CM requirements applicable to the System during Sustainment until disposal of the last operational system,

   b. Coordinated, maintained, and reviewed periodically for update, and

   c. (For systems currently in the acquisition life cycle phase) Updated or revised, prior to transition of the project from acquisition to operational status. This update of the CMP should be started well in advance of the actual fielding of a CI. The Operational, Facility or System Manager with assistance from the Acquisition Project Manager or Project Officer and guidance from G-SL will update the Acquisition Project CMP to reflect, or write a new CMP addressing Sustainment phase CM requirements for the System.

3. **Requirement - CMP Content**. The Coast Guard CMP for an operational System will outline how CM activities will be conducted for the System during Sustainment. At a minimum, this CMP must include and/or address, the following:

   a. A short introduction or description of the purpose and context of the plan and the System that the plan covers.

   b. A listing of applicable CM documents and other applicable operational documents interrelated with CM.

   c. A description of the CM organization and individuals having CM responsibilities for the System, and assigned responsibilities.

   d. The extent to which CM will be implemented (tailored to the peculiarities of the System).

   e. How Interface Control Documents (ICDs) will be processed and the use of Interface Control Working Groups (ICWGs).

   f. A System Sustainment CCB Charter. Appendix A contains the sample format for the charter. Reference (c) details the signature authority for the charter.

   g. For Software CIs.

      (1) How and where established software repositories will be maintained, updated and stored,

      (2) How the System's CSA system will track and maintain distinct records and/or reports, and

      (3) Specific procedures that will be used for the storage, marking, packaging, and release of software and related documentation.

C. **Configuration Identification**. Configuration identification during the Sustainment life cycle phase involves identifying operational assets as Cis. Once an asset has been identified as a CI a product Baseline (PBL) is established. The PBL is defined by the CI's Product Configuration Documentation (PCD). The PBL/PCD define and address the form, fit and function of a CI. The PBL represents the approved "build to/maintain to" specifications and requirements for a CI.

1. **Requirement - Implementing Configuration Identification**. Per reference (a), a CI is defined as an aggregation of hardware, software or both; or any of its discrete portions, which satisfies an end-use function, and is either maintenance worthy, engineering or logistics critical, and is designated for CM.

   a. **Requirement - Identifying CIs**. Configuration Identification will be conducted during the Sustainment life cycle phase to:

      (1) (During configuration audits) identify existing operational assets as CIs and establishing PBLs for the CIs.

      (2) (During configuration audits) verify that CIs are correctly identified and described by the PCD.

      (3) Maintain inventory control of both in use and stocked or stored CIs.

      (4) As a result of new or changed mission assignments, identify new systems, parts or components as CIs and establishing PBLs for the CIs, and

      (5) Collect data for use in a CSA system.

   b. **Detailed Definition of a CI**.

      (1) **End-Use Function**. An item has an end-use function if, at minimum, the item has one functional use, which is essential to accomplishment of the mission.

      (2) **Maintenance Worthy**. A system, item or structural component is maintenance worthy when the need exists to preserve a condition of good repair or efficiency.

      (3) **Engineering Critical Item**. An item is functionally significant or engineering critical when:

         (a) The technical complexity of the item requires an individual specification.

         (b) Reliability of the item is critical to the overall function of the platform or system.

(c) Safety, health or security is of concern with respect to the design, manufacturing, fielding and/or disposal of the item.

(d) Separate testing and evaluation of the item for functional and physical suitability in its required application is necessary to adequately evaluate a system or higher level item.

(4) **Logistics Critical Item**. An item is logistics critical when:

(a) A unique maintenance plan, including Preventive Maintenance System (PMS) is required to preserve the item in a condition of good repair or efficiency.

(b) Repair parts will be provisioned for the item.

(c) The item will be reproduced by or reprocured from multiple sources. If there are numerous suppliers, tighter control of the interface between various Cis is required.

(d) Less than a minimum support level for any of the ten Coast Guard recognized ILS elements identified in enclosure (2) of reference (e) would adversely affect the project schedule, or the operational capability of the system or component; or,

(e) Different activities have been identified to maintain various parts/components of a system. Both the system and the parts/components should be designated as separate CIs.

c. **CI Level or Indenture**. Operational assets down to the Lowest/Line Replaceable Unit (LRU) which meet the criteria of the definition of a CI will be identified as CIs. A LRU is replaced in its entirety, therefore, there is no need to identify its parts.

(1) For hardware, a LRU is a unit of production, which cannot be further subdivided.

(2) For software the version is considered a LRU.

(3) A piece of firmware with an embedded software version is considered a LRU.

2. **Requirement - Operational CIs will be maintained to the PBL**. During the Sustainment life cycle phase the PCD will describe the CI "as build/as maintained" and address the form, fit and function requirements, and prescribe and detail the ILS requirements for a CI. The PCD also includes drawings; associated lists and related data; Provisioning Technical Documentation (PTD); operating and maintenance technical manuals, validation and verification documentation; and, configuration data for the CI.

a. Every CI will have a PBL. Every PBL will be defined by a PCD.

b. Every CI will be operated, logistically supported, repaired and reprocured based o its PCD.

(1) The PBL will be the basis for controlling changes to the CI's physical configuration.

(2) The PCD will be used as the basis for all Configuration Audits conducted on operational CIs.

(3) The CSA system will contain current configuration information, which accurately identifies and reflects the current approved PCD.

3. **Other Baselines - Functional Baseline and Allocated Baseline**. Typically three baselines are established during the acquisition life cycle phase. Once established, these baselines continue until disposal. These baselines are the Functional Baseline (FBL), the Allocated Baseline (ABL) and the PBL. Like the PBL, the FBL and the ABL have accompanying configuration documentation.

a. **FBL**. The FBL is defined by the Functional Configuration Documentation (FCD). The FBL is the initially approved configuration baseline for a System. The FBL defines the System's technical, mission, operational and functional requirements, allocated requirements to functional areas, define interoperability and interface characteristics, and identifies design constraints.

b. **ABL**. The ABL is defined by the Allocated Configuration Documentation (ACD). The ABL formally breaks out the requirements identified in the FBL into more detailed functional requirements for the System and major subsystems. The ABL represents development, design and performance oriented requirements for lower level CIs.

c. **Precedence.** Documents in the PBL must be traceable to, and a detailed extension of the ABL. Documents in the ABL must be traceable to, and a detailed extension of the FBL. The PBL, FBL and ABL must be mutually consistent and compatible. If a conflict arises between the three baselines the order of precedence is: the ABL takes precedence over the PBL and the FBL takes precedence over the ABL.

D. **Configuration Control**. Configuration control is used to control changes to established and approved functional and physical characteristics of CIs.

1. **Requirement - Configuration Control**. Configuration control will be applied and integrated with daily maintenance and repair, and modification management of a CI throughout the CI's Sustainment life cycle until the CI is removed from the inventory and disposed.

2. **Requirement - Applying the Definition of Configuration Change**. Any change to a CIs form, fit or function, and/or ILS structure as described in the approved and current configuration documentation, i.e., the PCD, ACD and/or FCD, will be identified as a "configuration change".

a. **Types of Configuration Changes**. Examples of configuration change include but are not limited to:

(1) ShipAlt, BoatAlt or OrdAlt

(2) Engineering Change Proposal (ECP)

(3) Field Change.

b. **Configuration Control Definitions**.

(1) **Form**. Is defined by the quantitative and qualitative descriptions of material features, such as composition, dimensions, size, weight, finishes, and the respective tolerances. Any change affecting the weight, balance or inertia; shape, size, dimensions, mass, and/or

other visual parameters, which uniquely characterize an item, affects the form. For software, form denotes the language and media. A change to structural strength is a change affecting form.

(2) **Fit**. Fit is the ability of an item to physically interface or interconnect with or become an integral part of another item. Basically a change which would affect interface connectivity or electromagnetic characteristics affects fit. A change to system diagrammatics is a change affecting fit.

(3) **Function**. Function is the operations or action(s) that an item is designed to, and required to perform. Performance parameters include operational requirements such as range, speed, lethality, reliability, maintainability, survivability or safety, including operational and logistics parameters and their respective tolerances. Any changes affecting intended performance of a CI affects function.

(4) **ILS Elements**. ILS is a composite of all the support considerations necessary to assure the effective and economical support of a CI for its life cycle. The principal elements of ILS include: maintenance planning; supply support; technical data; facilities; manpower and personnel; training and training support; support equipment; computer resources support; packaging handling, storage and transportation; and design interface. Enclosure (2) of reference (e) defines these ILS elements.

c. **Configuration Change and Configuration Documentation**.

(1) **PCD**. The PBL/PCD will be the basis for controlling changes to a CIs physical and functional configuration. A configuration change affecting or resulting in any of the following would result in a change to the PCD:

(a) Government Furnished Equipment (GFE) or Government Furnished Information (GFI).

(b) Safety and health.

(c) Compatibility or specified interoperability with interfacing CIs, support equipment or support software, spares, trainers or training devices, equipment or software.

(d) Currently issued operation and maintenance manuals.

(e) Design, development and production of a new CI with a new identification number because the CI currently being used is not meeting operating envelope limits or specified performance requirements.

(f) Interchangeability, substitutability, or replaceability of a production or fielded CI.

(g) Source of the CI(s).

(h) Skills, manning, training, biomedical factors or human-engineering factors, or

(i) Configuration to the extent that a forced retrofit is required rather than replace as failure occurs.

(2) **ACD and FCD**. A configuration change affecting or resulting in any of the following would result in a change to the ACD and/or the FCD:

(a) Performance.

(b) Reliability, maintainability or survivability.

(c) Weight, balance, or moment of inertia.

(d) Interface characteristics.

(e) Electromagnetic characteristics, or

(f) Other technical requirements identified in specifications applicable to the CI.

3. **Requirement - Control Process**. Any changes to a CIs form, fit or function, and/or ILS structure as described in the approved and current configuration documentation, i.e., the PCD, ACD and/or FCD, will be processed in accordance with the configuration control procedures stated in the System Sustainment CMP and reviewed by the appropriate CCB.

   a. **Requirement - Procedures**. At a minimum, the control process will ensure that:

      (1) All configuration change proposals are processed in a timely manner.

      (2) Changes offering significant benefits are approved for implementation.

      (3) Unnecessary or incomplete proposals are identified and returned to the originator with a formal explanation of why the proposal was rejected early in the change control process.

      (4) All proposed configuration changes are identified and documented in a CSA system.

      (5) Impact analysis is conducted and considered prior to the implementation decision, and

      (6) Verification of the completion of the change. This provides for timely testing and incorporation of approved changes.

   b. **Requirement - Configuration Control Board**. Reference (c) requires that CCBs will be established to review proposed changes to CIs and their established configuration baselines. The G-O Operational or Facility Manager for a System will chair the CCB.

      (1) **CCB Responsibilities**. The CCB will:

         (a) Ensure that the proposal includes justification, cost, coordination, evaluation, full engineering, logistics and implementation planning.

         (b) Be the official board to approve or disapprove all proposed configuration changes to a CI, and

(c) Arrive at a final determination based on review of the total System wide impact of a proposed change to an individual CI. The CCB chairman will make the final decision on all configuration changes, except where a higher level authority with the Coast Guard, the Department of Transportation (DOT) or Other Government Agency (OGA) is involved or has ultimate management and control of the affected CI.

(2) **CCB Membership**. CCB membership will be comprised of a chairman, Platform or Equipment CM Manager (CMan), voting members and ad hoc non-voting members. Reference (c) describes the roles and responsibilities of CCB membership consists of:

(a) Chairman.

(b) Configuration Management Manager.

(c) CCB Voting Members.

(d) CCB Non-voting Members.

(e) Outside Sources.

4. **Interface Control**. Interface control involves identifying, documenting, and controlling all functional and physical characteristics of the interfaces between two or more CIs, which are provided or used by one or more organizations. Although interface control is a systems engineering function, CM personnel should be knowledgeable of, and participate in the Interface Control process.

a. **Example**. The Coast Guard has determined the need for all operational vessels to have Global Positioning (GPS) installed. Interface control will be required for this replacement project because:

(1) All vessels have a navigation system.

(2) Navigation systems comprised of various electrical systems, subsystems and components most of which are not standardized across cutter classes, subsystems vary across cutter classes.

(3) No one activity or organization in the Coast Guard manages both vessels and electronics. Boat and cutter platform managers, equipment manager and the electronics community must agree to use, install and logistically support the GPS.

(4) Interface control will ensure compatibility and interconnectivity between GPS and any other co-functioning subsystems or items in the navigation system.

b. **Requirement - Interface Control Working Group**. When more than one activity is involved in the operation, modification or logistics support of a CI, the activity having primary responsibility for the CI will establish an ISWG.

(1) ICWG membership will include at least one member from each organization involved with the operation, modification or logistics support of a CI.

(2) The ICWG will serve as the official communications link among the participants and provide them with the means to:

(a) Establish and document agreements on technical interfaces among CIs using ICDs.

(b) Resolve any interface problems that arise, and

(c) Coordinate all configuration changes to CIs, which may impact interface requirements.

c. **Requirement - Interface Control Documents**. ICDs will be used as "design control documents".

(1) **Use**. ICDs will be used to define and control interface agreements established between the member of the ICWG. These agreements define the lower-level interface requirements for a System and/or individual CIs.

(2) **Processing**. Any ICWG member who has determined a need to establish or modify an interface may submit a draft ICD. The draft ICD should be reviewed by the other members, with comments returned to the chairperson. The draft ICD should then be discussed at the next ICWG meeting, and either approved or disapproved. ICWG approval or a draft ICD does not authorize approval of a configuration change. If the ICWG approves the draft ICD, the originator of the ICD then submits a configuration change proposal to the appropriate CCB(s) for consideration.

E. **Configuration Audits**. Normally Configuration Audits are conducted during the acquisition life cycle phase of a System. These audits are conducted during the acquisition life cycle phase to establish the PBL. Periodic configuration audits are conducted during the Sustainment life cycle phase to confirm that the operational CI(s) or System are being maintained to the PBL.

1. **Use**. Periodic configuration audits are conducted to ensure that the approved "as built/as maintained" configuration of a CI or System.

2. **Requirement - CI Verification**. The System Platform or Equipment Manager will conduct periodic configuration audits during the Sustainment life cycle phase to confirm that the configuration of the System or CI:

   a. Accurately reflects the PBL, and

   b. Is adequately described by the PCD.

3. **Requirement - Audit Actions**. Actions taken during a periodic configuration audit will include:

   a. Identification and documentation of operational assets as CIs, when the operational asset conforms to the definition of a CI.

   b. Verification and re-verification of the functional and/or physical characteristics of operational CIs. This assures that the CI is capable of meeting bother mission and operational requirements.

   c. Verification that the PBL/PCD for the CI accurately defines and describes the CI and its logistics support, and

d. Development of a summary audit report addressing the audit findings, discrepancies and proposed solutions.

F. **Configuration Status Accounting (CSA)**. CSA systems are used as a Management Information System (MIS) to record and report the information required to manage CIs. When utilized effectively, a CSA system can provide the basis for communicating CM data and information to all management, support and user activities.

1. **Requirement - CSA System**. A CSA system and database will be maintained to provide traceability of configuration changes from established configuration baselines. The G-O Operational or Facility Manager will maintain or delegate the responsibility to maintain the CSA system. This responsibility should normally be assigned to a System or Equipment CMan.

2. **Requirement - CSA Database**. At a minimum, the CSA database will contain the following information:

   a. A listing of the approved configuration documentation (PCD) including drawings, operating and maintenance manuals, training course material, etc.

   b. The current configuration of all units of the System in the operational (and where possible stored) inventory. This system and CI configuration data should describe functional and physical identification characteristics including nomenclature, serial number and part number.

   c. Platform, vessel or aircraft unique data including hull/bureau/serial number and Unit Identification Code (UIC).

   d. Logistics support data related to a System, subsystem, equipment or part.

   e. Configuration change data on individual CIs including the status of the configuration change, i.e., proposed implementation and final disposition, and removal and replacement of components during maintenance actions.

   f. Narrative and general data containing technical information on individual CIs including drawings and specifications, and

   g. Provide traceability of CI Identification Numbers (CIINs).

3. **Requirement - CSA Reports**. At a minimum, reports will be generated upon request of the G-O Operational or Facility Manager. Examples of such reports include:

   a. Platform, vessel or aircraft unique data including hull/bureau/serial number, and operational status (e.g., available, Ready For Issue (RFI), dry-docked, etc.).

   b. System, CI and equipment configuration data describing functional and physical identification characteristics.

   c. Logistics support structure data related to a specific System, subsystem, equipment or part.

   d. Alteration (configuration change) data on individual CIs including the status of the alteration, and

   e. Narrative and general data containing technical information on individual CIs.

Memorandum

DRAFT

Subject: (**SYSTEM NAME**) CONFIGURATION CONTROL BOARD CHARTER

Date: 4130

From: Chief of Staff

Reply to Attn. of:

To: Distribution

Ref: (a) COMDTINST 4130.6 (series), Coast Guard Configuration Management
(b) COMDTINST M4130.10, Coast Guard Configuration Control Boards
(c) COMDTINST M4130.9, Coast Guard Configuration Management During Sustainment

1. Purpose. To publish the charter by which the (**System name**) Configuration Control Board (CCB) will function as required by references (a) and (b). This designation is effective immediately and shall remain in effect until modified or canceled.

2. CCB Objectives. The (**System name**) CCB shall provide technical and administrative direction and oversight to control the current configuration of the (System name) including component Configuration Items (CIs), any changes to the current configuration and report/record change processing and implementation.

3. Charter.

a. Scope. The (**System name**) CCB is the decision making authority for final review, and disposition (approval, disapproval, deferral) of all configuration changes affecting form, fit, function, or logistics support structure of the System and component CIs.

b. Background. Per reference (c), a (**System name**) CCB is required to provide an orderly process for the review of proposed configuration changes which may potentially and significantly impact the System in terms of mission accomplishment, operational concerns including availability and maintainability, and cost. The complete procedures of the (**System name**) CCB are provided in the (**System name**) Configuration Management Plan (CMP).

c. (**System name**) CCB Membership. The CCB shall consist of (**but not limited to**):

Subject: (**SYSTEN NAME**) CONFIGURATION CONTROL BOARD CHARTER 4130

FUNCTIONAL AREA	**RESPONSIBILITY**
Operations/Facility Manager	Permanent Member
Platform Manager	Permanent Member
Logistics Manager	Permanent Member
Engineering (HM&E)	Permanent Member
Engineering (Electronics)	Permanent Member
Safety, Security, and Environmental Health	Permanent Member
Logistic Policy	Permanent Member
Training and Performance Consulting	Permanent Member
Configuration Manager	Recorder
Legal	Ad Hoc Member
Acquisition Technical Support	Ad Hoc Member
Quality Support	Ad Hoc Member
Equipment Manager	Ad Hoc Member
Contracting Support	Ad Hoc Member

The respective organizational entities shall empower their CCB members to make configuration management decisions and recommendations that will become binding upon their organizations.

d. Authority. The CCB Chairperson is hereby granted the authority to approve/disapprove configuration changes in accordance with the (**System name**) CMP. In the absence of the Operations/Facility Manager, the Deputy Manager will be appropriately designated by the Operations/Facility Manager as the alternate CCB Chairperson.

4. Duties and Responsibilities. The CCB shall carry out the duties and responsibilities identified in references (a), (b) and (c). The main CCB function is to insure that the processing of configuration changes in accordance with reference (c).

5. Action. Offices represented on the (**System name**) CCB shall designate one primary and one alternate representative. The designation shall be provided in writing to the (**System name**) Operations/Facility Manager (**office symbol**) no later than 30 days after this charter's effective date. All designated (**System name**) CCB members shall comply with this charter.

Dist: (**to include, at a minimum, all CCB members/permanent and adhoc**)

ACRONYM LIST

ABL	Allocated Baseline
ACD	Allocated Configuration Documentation
CCB	Configuration Control Board
CIIN	Configuration Item Identification Number
CM	Configuration Management
Cman	Configuration Management Manager
CMP	Configuration Management Plan
CSA	Configuration Status Accounting
DOT	Department of Transportation
ECP	Engineering Change Proposal
FBL	Functional Baseline
FCD	Functional Configuration Documentation
GPS	Global Positioning System
ICD	Interface Control Document
ICWG	Interface Control Working Group
ILS	Integrated Logistics Support
LRU	Lowest/Line Replaceable Unit
MIS	Management Information System
OGA	Other Government Agency
PBL	Product Baseline
PCD	Product Configuration Documentation
PMS	Preventive/Planned Maintenance System
RFI	Ready For Issue
UIC	Unit Identification Code